

Intern Agreement on Duties, Responsibilities, and Liabilities: Defense Institute of Security Assistance Management (DISAM) Internship Program

Intern duties and responsibilities

1. Contact all regional embassies located in the United States, and request copies of any newsletters, tourist information, maps, cultural guides, or other information useful for educating seminar students on the politics, economics, culture, local geography, military, or security of these countries.
2. Create country level files in each seminar room (if not in existence) containing “nice-to-know” information: newsletters, tourist information, local street and city maps, cultural guides, etc.
3. Conduct research on individual countries in each regional combatant command (COCOM) area of geographic responsibility (AOR) and on any existing regional or sub-regional organizations (i.e., the European Union, the Organization of American States, the African Union, etc.).
 - Contact via email and telephone regional/sub-regional organizations to obtain any material available on their structure, composition, mission, membership, or programs (films, DVDs, papers, newsletters, etc.) which can be provided free of charge to DISAM.
 - Collect open source articles on these international organizations and the countries in the AOR.
 - Collect reports and background sheets on each the countries of the AOR, under supervision of seminar lead; suggested sources: Dept of State Background Notes, CIA World Fact Book summaries, Ministry of Defense “white papers,” etc.
4. Create (or update) country and organizational binders in each seminar, in conjunction with the regional seminar leader, containing the collected information (above).
5. Assist in seminar room set up for each Security Cooperation Management Overseas (SCM-O) course: setting up country flags, country binders, table arrangements, etc.
6. Observe all regional seminar blocks. At the discretion of the Deputy Director of Management Studies (DM), conduct research project (using abbreviated country reference guide or other guidance) on a country of interest in the COCOM AOR.

7. Assist in the loading, unloading, and transportation of students and equipment to field studies program (FSP) events (FSP events are conducted with international students to educate them on the customs, culture, society, history, legal system, government, and economy of the United States). This duty will require moving containers or other items weighing up to 50 pounds.
8. Participate, as required, in miscellaneous duties, such as the movement and storage of textbooks, computers, furniture, and supplies. This duty will require moving items weighing up to 50 pounds.

Duty Hours/Absences

The normal duty day will be from 0830 until 1600, Monday through Friday, except for Federal holidays. One hour will be granted each day for lunch. All work will be performed at Building 52, K Street, Area B, Wright-Patterson Air Force Base (AFB), unless special events (i.e., the DISAM international student picnic) require work outside of Area B.

Scheduled absences will be coordinated two duty days in advance with the Deputy DM. Special absences related to illness, family emergencies, etc. will be reported as soon as practical to the Deputy DM, and normally within 2 hours from the time the absence begins.

DISAM responsibilities

An informal, written evaluation of the intern's performance will be provided by the Deputy DM at the end of the internship to both the intern and institution POC. (Wittenberg University (via Ms. Karen Reynolds)). The internship will begin 1 June 2009 and end 28 August 2009, continuing throughout this period with the exception of scheduled and emergency interruptions in the schedule such as caused by absences of the Deputy DM due to temporary duty (TDY) outside of Wright-Patterson AFB, leave, illness, etc.

The Deputy DM will notify the intern at least two work days prior to any change in schedule or duty location. Transportation will normally be provided by DISAM to work activities outside of Area B, if required.

General

This internship may be terminated at the discretion of the Deputy DM at any time for reasons related to misconduct, unacceptable performance, or security or ethical violations as judged by the Deputy DM. If this internship is terminated prior to 28 August, the reasons for the termination will be documented in the informal evaluation.

The intern agrees that neither DISAM nor the U.S. Government, nor any employee or member of these organizations, will be held responsible financially or legally due to intern injuries or other damages resulting from his/her involvement in the internship program. The intern also acknowledges that no remuneration, insurance, or formal benefits or compensation of any kind will be paid to the intern, and that the intern's participation in the program is designed to provide only limited experience and exposure to DISAM's work place environment. Simply stated, if a student is not enrolled in school and covered by the institution's insurance plan (and they can still be sponsored by the school although not enrolled during that term) during any time of the period of internship, they must provide some proof of insurance in order to limit the liability to DISAM during that period.

Lieutenant Colonel Douglas H. Engberson
Deputy Director, Management Studies
Defense Institute of Security Assistance Management (DISAM)

Print your name here:

Intern/Student

Identify Sponsoring University/Institution: